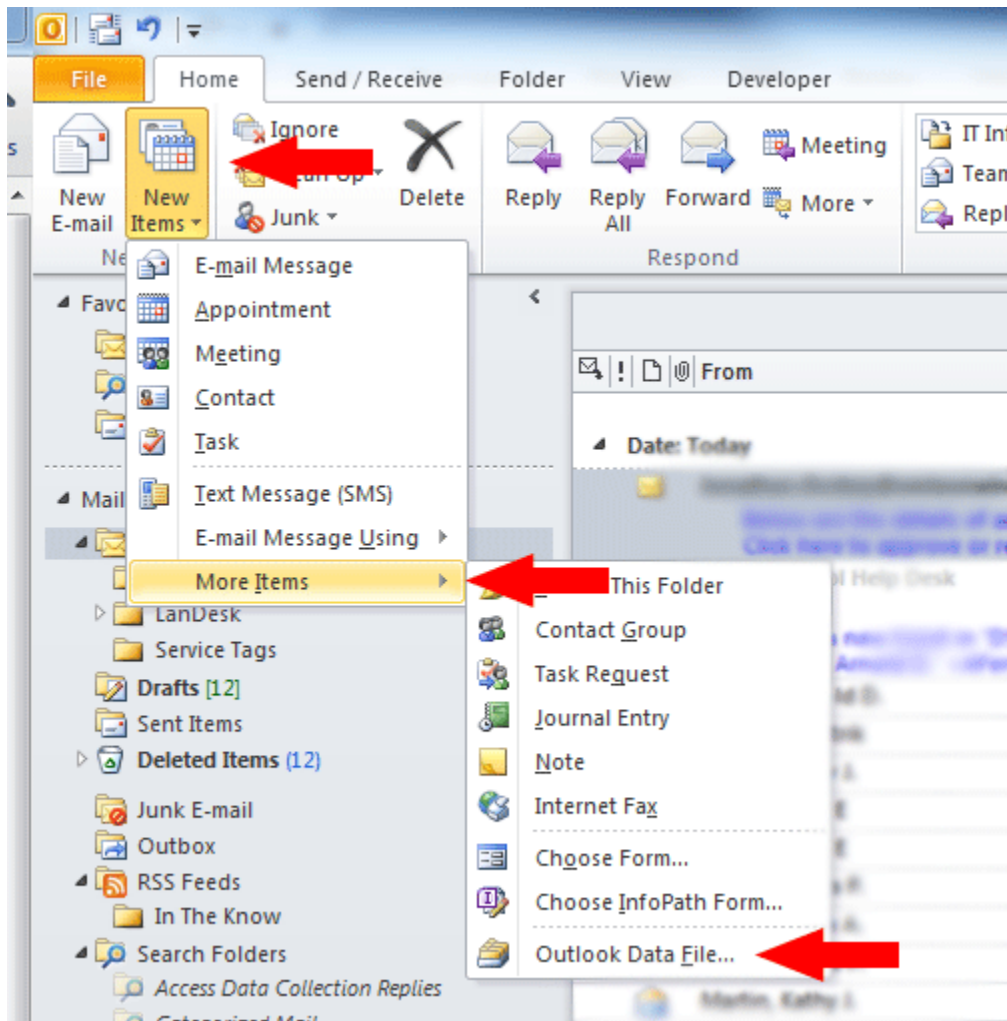


# Creating an email archive in Microsoft Outlook 2010

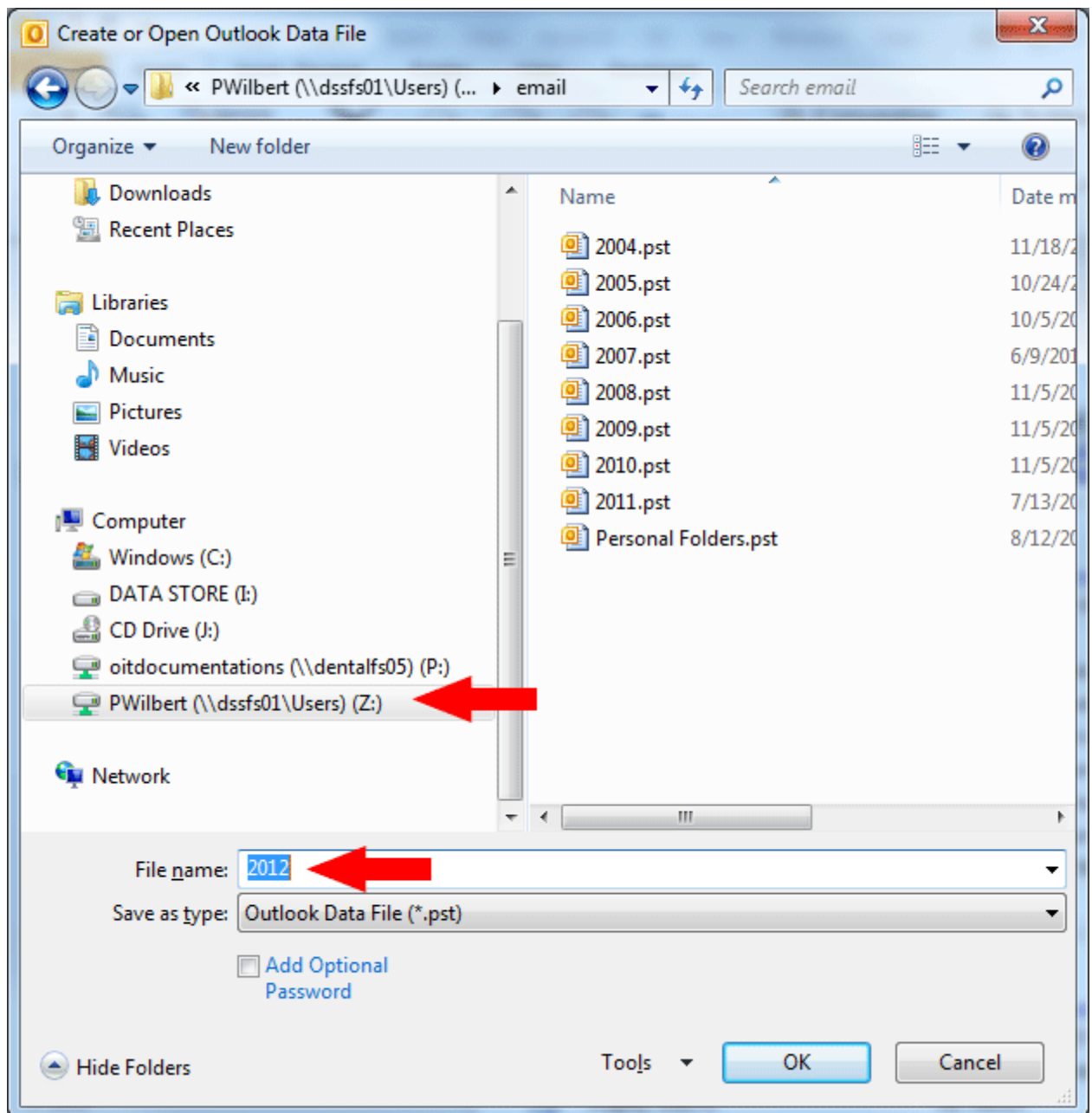
This is a step by step process that can be followed, if you want to archive like my method.

1. Open Microsoft Outlook 2010
2. Click the **New Items** button at the top
3. Go to **More Items**
4. Select **Outlook Data File...**



5. I choose to save my Outlook email archives on the network in a folder called email on my Z: Drive. We back this drive up every night and its an easy location to access from any computer I log in to.

6. You can create a folder on your Z: drive by clicking on the **New Folder** icon in the upper right corner. It looks like a folder with an orange star. In Windows 7 you can just press new folder.
7. I name my PST after the year that I am making. By separating the PSTs in to years it makes it easier to organize and search. Also, PSTs are limited in total size; they cannot function as a limitless bucket for emails.
8. Once you have named your PST, click **OK**



9. In Outlook 2010 you will see the Archive show up named on your list on the left
10. At this time I like to create a folder called **Inbox** and **Sent**
11. You can do this by **right clicking** on the name of the new Archive
12. Select **New Folder**
13. Call one **Inbox** and the other **Sent**
14. Once this is done you can easily sort your emails by **Received** or going in to your Sent items and sorting by **Sent**.
15. Once you sort the list of items you wish to Archive, you can select them in mass by going to the very first email of the respective date, which is usually January 1st of the year you wish you archive.
16. Select this email by clicking on it once, then go to the end of the list where the very last email is **hold the shift key** and click on the very last email.
17. With the selected list of emails, you can drag this to the **Inbox** of the archive folder or the **Sent** folder.